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~~S-E-C-R-E-T~~INSTRUCTION  
NO. 43-300-1

Document No.	19
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To	TS S (C)
Auth.	HR 70
Date	10/9/56
By	27

LI 43-300-1  
RECORDS  
4 October 1956

SUBJECT: Reports Management Program

REFERENCE: Memorandum from the Acting Deputy Director (Support) dated  
24 August 1956

RESCISSION: LI 43-200-1 dated 26 September 1955

1. GENERAL

- a. The Office of Logistics will participate, on a continuing basis, in a reports management program as required by the Deputy Director (Support). Similar programs will be established within the DD/I and DD/P areas and overlapping requirements will be coordinated through Reports Management Officers appointed for each major area.
- b. Reports Control Symbols will be assigned to all authorized reports and are to be included in requiring directives or regulations and in printed forms. Attachment 2 is a listing of authorized reports required from all headquarters components. Attachment 3 is a listing of reports prepared by this Office. All reports not assigned control symbols shall be referred for approval in accordance with procedures prescribed herein.
- c. Reporting requirements shall be stated clearly and completely in writing, preferably by regulation or internal directive.
- d. Consideration should be given to utilization of existing basic records to the fullest extent possible when requiring reports.
- e. Distribution of reports shall be confined to those components having a known need for the information contained therein.
- f. Reporting forms or format shall be designed in order to eliminate transmittal memoranda.

2. DEFINITIONS

- a. Report - An account or statement of information in written, narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.

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- b. Administrative or Management Report - A report that provides for administrative or management information or control over an activity or operation, as distinguished from an operational or intelligence report.
- c. Recurring Report - A periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.).
- d. Situation Report - A report which is prepared on each occurrence of an event of certain prescribed characteristics, or contingent upon certain events (example: Report of Lost Badge).
- e. One-Time Report - A report required at a particular time for a particular purpose with no anticipated requirement for equivalent information on a continuing basis.

### 3. SCOPE

With the exception of the types of documents listed in Attachment 1, the Reports Management Program shall include all recurring and situation reports of an administrative or management nature prepared or required by any component of the Office of Logistics. It shall include reports required by regulatory issuances, directives, memoranda, verbal requests, or submitted voluntarily to fill a known need, which are received from or submitted to any Headquarters component [REDACTED] field installations, or organizations, Federal or private, outside the Agency. This should not preclude the screening and reviewing of requests for one-time reports in order to prevent overlapping reporting and to utilize available information.

### 4. REPORTS PANEL

An Office of Logistics Reports Review Panel is established to review and render recommendations upon intra-Office reports and to furnish advice and assistance on matters concerning inter-Office reports.

The Reports Review Panel will consist of the following:

- A representative of the office of the  
Director of Logistics (Chairman)
- The OL Reports Management Officer
- A representative of the Administrative Staff
- A representative of the Planning Staff
- A representative of the Security Staff
- A representative of the Printing Services Division
- A representative of the Procurement Division

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- A representative of the Real Estate & Construction Division
- A representative of the Supply Division
- A representative of the Transportation Division
- A representative of the Aircraft Maintenance Support Division

The entire Panel, or interested representatives thereof, will be called on an ad hoc basis to consider proposed new reporting requirements or revisions to existing requirements.

5. RESPONSIBILITIES

- a. The Chairman of the OL Reports Panel shall direct the activities of the Panel and refer to the Director of Logistics any matters involving Office policy.
- b. The OL Reports Management Officer shall:
  - (1) Compile and maintain adequate records of Office of Logistics reports.
  - (2) Act as Secretary and coordinator for the OL Reports Panel.
  - (3) Assign control symbols to approved inter-Office reports and identify those reports exempted from control.
  - (4) Coordinate matters concerning intra-Office reports with the DD/S Reports Management Officer and represent the Office of Logistics on the DD/S Reports Panel.
- c. Division and Staff Chiefs shall appoint a representative to the Reports Panel and ensure that all reports required or prepared within their components are included in the reports control system.

6. PROCEDURES

a. Reporting Symbols

Report symbols shall appear on all authorized reports. On printed forms, the symbol shall be printed (or typed until the present stock is depleted) as near the form title as possible. In memoranda, the report symbol shall be used in conjunction with the subject.

Feeder reports shall bear the same symbol as the overall compilation with the addition of the preparing component organization symbol.

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Example: Conflicts of Interest Report  
(for entire DD/S area) S-Rep-3  
(for Office of Logistics) S/L-Rep-3  
(for Supply Division) S/L/SD-Rep-3  
(for Supply Operations Br.) S/L/SD/SOB-Rep-3

Attachment 2 is a listing of reports required from all Headquarters components.

Attachment 3 is a listing of reports prepared by the Office of Logistics.

- b. In event some reports have been overlooked inadvertently in compiling Attachments 2 and 3, Report Survey Form No. 521 shall be submitted in duplicate through the Division or Staff Reports Panel representative for consideration.
- c. Any proposal to establish or revise a reporting requirement shall be submitted in duplicate on Form No. 142 to the Reports Management Officer through the Division or Staff Panel representative, accompanied by copies of proposed directives, procedures, or forms. Interested staffs or divisions will be advised verbally of new report symbols assigned pending publication of revisions to the appropriate Attachment.

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JAMES A. GARRISON  
Director of Logistics

Attachments:

- 1 - Types of Admin. or Mgt. Reports & Documents Exempted from Survey
- 2 - Listing of reports required from Headquarters components
- 3 - Listing of reports prepared by OL

cc: 1-Management Staff w/o Attachment 2

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